

TYPING CERTIFICATE REQUIREMENT

The City of Chula Vista Human Resources Department requires that a certified typing certificate be submitted along with a City Employment Application for positions that specify a typing speed requirement. Certification may be in the form of a certificate, letter, or test results form and must clearly state the following:




- Applicant's name
- Name of the issuing agency. Agencies acceptable are a government agency, a temporary employment agency, a business college, an adult school, or a public school system
- Date of the typing test. A test *must be dated within one year* of the final filing date of the date of the recruitment
- Verification of a five-minute testing process
- Gross typing speed, errors, and net typing speed of the test

Unacceptable Typing Certificates

Certificates that do not include all of the above information may disqualify the applicant from the selection process. Self-certification using keyboard software and/or online typing certificates will not be accepted. Certificates showing the percentage of accuracy or error (examples: 85% accuracy or 50% of error) will not be accepted.

Suggested Local Agencies

Listed below are suggested local agencies which provide typing certificates. This information is updated yearly, however changes may occur between updates. **Please call ahead to confirm days, times and cost (if applicable) of typing tests.** All agencies listed below require a photo identification.

| Agency |  |  |  |
|--|---|--|---|
| • Cesar Chavez Center | 1960 National Ave San Diego 92113 | 619.230.2895 | Free |
| • Chula Vista Adult School | 1034 Fourth Ave Chula Vista 91911 | 619.796.7000 | \$ 20 |
| • Foothills Adult Center | 1550 Melody Lane El Cajon 92019 | 619.588.3500 | \$ 10 |
| • Grossmont College | 8800 Grossmont College Dr El Cajon 92020 | 619.644.7548 | \$ 7 |
| • Montgomery Adult School | 3240 Palm Avenue San Diego 92173 | 619.628.3017 | \$ 20 |
| • National City Adult Education Center | 517 Mile of Cars Way National City 91950 | 619.336.9400 | \$ 20 |
| • San Ysidro Adult Center | 4220 Otay Mesa Road San Ysidro 92173 | 619.428.7200 | \$ 20 |
| • West City Center | 3249 Fordham Street San Diego 92110 | 619.388.1873 | Free |